

COUNTY SURVEYOR

GENERAL RESPONSIBILITIES

Manages and coordinates the planning and completion of survey and GPS projects in accordance with Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Research, interpret, compute and plot deeds for County projects
3. Develop right-of-way plats. Review and approve right-of-way plats submitted by consultants and agencies
4. Oversee survey and GPS projects, prepare, compute and approve work sheets for project design, coordinate with design, construction inspection and other agencies; visit project locations and conduct on-site inspections as required
5. Apply surveying principles, practices, laws and regulations
6. Compile composite reports from individual reports of subordinates required by management or government agencies
7. Determine work procedures, prepares work schedules, and expedites workflow
8. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
9. Assign duties and examine work for exactness, neatness, and conformance to policies and procedures
10. Study, develop and standardize procedures and policies to improve efficiency and ensure continuous and safe operations
11. Address errors and complaints
12. Perform related duties as to specific assignments
13. Any employee may be identified as Essential Personnel during emergency situations
14. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
15. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Civil Engineering or related field
2. Five years experience in survey operations, including two years supervisory experience*

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret technical information and manuals, policies, and legal documents
2. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
3. Make persuasive presentations on complex topics to top management, public groups and/or

- boards, and employees
- 4. Write reports, correspondence, procedures and other required documentation
- 5. Define problems, collect data, establish facts and draw valid conclusions
- 6. Manage conflict, negotiate, and resolve employee relations issues and grievances
- 7. Apply complex mathematical concepts and formulas
- 8. Work with detail, problem solve, and communicate problems
- 9. Use computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

- 1. Registration as a Professional Land Surveyor in the State of Maryland
- 2. Valid driver's license